



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53405

POSITION TITLE: ADMINISTRATIVE SECRETARY **JG: 17**

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
ALBANY, NY

BASE SALARY: \$47,033

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: High school diploma or the equivalent and three (3) years of general or legal secretarial experience requiring stenography; **or** Satisfactory completion of a certified business or commercial course beyond the high school level including course work in stenography and two (2) years of general or legal secretarial experience requiring stenography; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Administrative Secretaries provide personal and confidential secretarial services and administrative assistance and perform other related duties for executive staff such as Chief Clerks of the Appellate Divisions, County Clerks in New York City, the Directors of Management and Planning, Court Information Service, Budget & Finance, and Personnel in the Office of Court Administration and for the Directors of Administration for the courts outside of New York City.

ASSIGNMENT: The position will provide secretarial support to the Presiding Justice and will be responsible for maintaining appointment calendars, arranging meetings and conferring with judges, administrative and court personnel. Additional duties will include, but are not limited to, word processing, taking notes and minutes at conferences and meetings, and other related functions, providing secretarial support to other members of the Court while they are in Albany and other duties as assigned. This position will be located within the Court's Decision Department.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: July 9, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 30, 2014

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
